

# ***Full-Time Wyoming Air National Guard Vacancy (Concurrent AGR & Technician Announcement)***

AIR GUARD AREA 2 – JOB OPPORTUNITY TECHNICIAN VACANCY ANNOUNCEMENT  
AND INSERVICE AGR (Category 2) VACANCY ANNOUNCEMENT

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

21 September 2005

**ANNOUNCEMENT #: 05-165**

**CLOSING DATE: 20 OCT 2005**

**POSITION TITLE, SERIES AND GRADE:** Logistics Management Specialist, GS-0346-09.

**SALARY RANGE:** \$41,772.00 - \$54,300.00 per year

**LOCATION OF POSITION:** 153 CES, Cheyenne, WY

**APPOINTMENT FACTORS:** Excepted Service Enlisted - the incumbent of this position is required to be a military member of the Wyoming Air National Guard.

**MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA:** After selection must possess or be eligible for assignment to Air Force Specialty Code (AFSC) 3EXXX or 3S2X1. Must meet mandatory AFSC Entry Requirements as listed in AFMAN 36-2108. The maximum military grade for the 3EXXX would be E-9. The maximum military grade on the 3S2XX is E-7.

**POSITION SENSITIVITY:** 2 - Noncritical-Sensitive (NCS)

**AREA OF CONSIDERATION:** For Job Opportunity Technicians: This vacancy is open to all active members of the Wyoming Air National Guard. (see page 3 for technician application procedures). For Inservice AGRs: This vacancy announcement is also open to presently employed Category 2 AGRs of the Wyoming Air National Guard (see page 4 for AGR application procedures).

**TECHNICIAN QUALIFICATION REQUIREMENTS:** GENERAL – Experience, training, and/or education which demonstrates judgment, analytical ability, and skill in dealing with others in person-to-person relationships.

SPECIALIZED - Must have 24 months of specialized experience which has included:

- (1) Experience that provides a detailed knowledge of organizations and their functions that provide logistical support;
- (2) Experience integrating the actions of two or more specialized support activities in order to meet program goals;
- (3) Experience in working with people from various levels and backgrounds to perform specific tasks, or comply with regulations, laws, or practices;

**ALTERNATE MILITARY QUALIFICATION PROCESS:** Individuals who hold at least a 5-level in AFSC 3EXXX or 3S2X1 will be automatically qualified for this position. It is the applicant's responsibility to provide proof (i.e. RIP, AF 2096) in their application that they hold this AFSC if they would like to be found qualified under this alternate qualification process. Applicants who do not hold this AFSC, must meet the technician qualification requirements listed above in order to be considered for this position.

SUBSTITUTION - Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study for a maximum of 6 months of experience. Courses must be directly related to the work of the position.

**DUTIES AND RESPONSIBILITIES:** This position is located in the Base Civil Engineering Section. The purpose of this position is to provide civil engineer forces with training and resources for contingency bed down, sustainment, survivability, and recovery operations. Reviews all operations, mobility, contingency and exercise plans to ensure combat readiness for Base Civil Engineering; Complies and updates status of Prime BEEF personnel, training, equipment and supplies; Monitors, and coordinates civil engineer manning authorizations and military personnel assignments; Identifies, budgets, requisitions, and accounts for Prime BEEF equipment and supplies; Serves as civil engineering representative on training issues; Develops and administers management training programs to supervisory personnel; Establishes and manages the certification testing video and publications library; Forecasts and submits deployment for training requirements to National Guard Bureau; Conducts quality assessment visits and self-assessments in accordance with applicable instructions to evaluate section-training status; Manages workday utilization of allocated training man-days in the organization. Performs other duties as assigned.

**NOMINATING OFFICIAL:** LtCol Douglas Nichols, Supervisory Civil Engineer

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**

SrA Jamie Tschacher at (307) 772-5134, DSN 388-5134, or E-Mail [james.tschacher@wychev.af.mil](mailto:james.tschacher@wychev.af.mil)

**PRE-EMPLOYMENT INQUIRY:** An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

**SUBMIT YOUR APPLICATION TO:** Human Resources Office  
Attn: Technician Staffing  
5500 Bishop Boulevard  
Cheyenne, WY 82009-3320

**INSTRUCTIONS FOR APPLYING:** All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

*The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.*

## TECHNICIAN SPECIFIC INSTRUCTIONS

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade, AFSC and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

### Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/emailed applications **will** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5134, DSN 388-5134, or email [james.tschacher@wychey.af.mil](mailto:james.tschacher@wychey.af.mil) for any additional information or clarification that you may need in reference to this procedure.

## AGR SPECIFIC INSTRUCTIONS

As a minimum, your packet must include the following in order to be considered:

- **NGB 34-1**

- **Records Review RIP – Obtained from your unit, vMPF or the Military Personnel Flight**

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

### **INITIAL AGR ELIGIBILITY REQUIREMENTS**

1. Applicant must be eligible for membership in the Wyoming Air National Guard.
2. Applicant must not have been previously separated “for cause” from active duty or a previous AGR tour.
3. Applicant must be medically qualified under the provisions of AFI 48-123. An induction physical must be conducted not more than 24 months prior to entry on AGR duty. An AF Form 895 must be completed if physical is more than 30 days old. HIV test cannot be more than six (6) months old prior to the tour start date.
4. Any applicant on the ANG Weight Management Program is ineligible for entry into AGR status. This does not include the probationary period after the loss of weight to satisfy standards. Applicants must meet the height and weight requirements at the time they are placed on the AGR program.
5. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.
6. **This position requires a minimum score of 55 in the “Administrative” area of the ASVAB.** Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
7. Tour lengths may be from 1 to 6 years.
8. IAW ANGI 36-101, paragraph 2.1.3.7, applicant should be able to complete 20 years of active federal service prior to MSD. Exceptions may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances. Approval will be limited to one five-year tour. Extensions will not be considered. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 2 of ANGI 36-101.
9. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.
10. Members must remain in the position to which initially assigned/reassigned for a minimum of 12 months. (The TAG may waive this requirement after selection.)

#### **Special notes:**

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications **will** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5134, DSN 388-5134, or email [james.tschacher@wychey.ang.af.mil](mailto:james.tschacher@wychey.ang.af.mil) for any additional information or clarification that you may need in reference to this procedure.

#### **FOR AGENCY USE ONLY:**

CPCN – 806490-305321

FAC – 44E000

Tech Position # 0765235